

DOCUMENT RESUME

ED 062 988

LI 003 668

AUTHOR Wright, Donald E.
TITLE Libraries in Southwestern Rural Ohio; An Overview and a Framework for Future Development.
INSTITUTION Southwestern Ohio Rural Libraries.
SPONS AGENCY Ohio State Library, Columbus.
PUB DATE Jan 70
NOTE 73p.; (5 References)
AVAILABLE FROM Ohio Library Foundation, 40 South Third St., Suite 409, Columbus, Ohio 43215 (\$2.50)

EDRS PRICE MF-\$0.65 HC-\$3.29
DESCRIPTORS *Library Cooperation; *Library Planning; *Library Services; Library Surveys; *Public Libraries; Questionnaires; *Rural Areas

ABSTRACT

The Southwestern Ohio Rural Libraries (SWORL) organization retained a consultant to aid the member libraries in planning for and providing improved library services. The purpose of this report, prepared by the consultant, is (1) to study library development since 1940 in Southwest Ohio--among the libraries organized as SWORL--evaluating present service and determining library needs, and, (2) to work with the SWORL libraries in preparing a plan for the future development of library service. A framework for development for each of the libraries is provided on the basis of information collected from: (1) questionnaires from patrons who entered the libraries on predetermined dates, (2) lengthy questionnaires completed by the librarians, (3) a general questionnaire sent to a random sample of 500 persons, and (4) monthly meetings between the consultant and the librarians. (Author/SJ)

ED 062988

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

LIBRARIES IN SOUTHWESTERN RURAL OHIO;

An Overview and a Framework for Future Development

A Report Prepared for SWORL;

Southwestern Ohio Rural Libraries

by Donald E. Wright, Evanston, Illinois

FILMED FROM BEST AVAILABLE COPY

LI 003 668

Evanston, Illinois

January, 1970

1/2

P R E F A C E

This survey was prepared under the first planning and development grant received by Southwestern Ohio Rural Libraries (SWORL) from the State Library of Ohio from Library Services and Construction Act Funds. It was prepared with only the members of the SWORL group in mind.

It has attracted wider interest because of the way it fits into the Ohio Library Development Plan. It includes specific suggestions for formulating an Area Library Service Organization and how to set it in operation.

The original edition of the survey consisted of 150 copies.

The Ohio Library Foundation has asked to publish it as a service for the entire Ohio library community.

We of SWORL hope that those who read this document will receive from it a portion of the same hope and inspiration that we have--hope for providing better service to our patrons, and inspiration to seek it.

The members of SWORL
1970

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
	Background.....	2
	Purpose of Study.....	3
	Method of Study.....	3
	Costs of Library Service.....	4
II.	THE SWORL AREA.....	6
III.	SWORL.....	7
	SWORL Achievements.....	7
	Consultants.....	8
	The SWORL Future.....	8
IV.	THE LIBRARIES OF SWORL.....	10
	General Observations.....	10
	The Individual Libraries.....	16
	Adams County.....	17
	Adams-Brown County Bookmobile Program.....	17
	Peebles.....	18
	Brown County.....	20
	Georgetown.....	20
	Clermont County.....	22
	Batavia.....	23
	Clinton County.....	25
	Blanchester.....	25
	Wilmington.....	27
	Fayette County.....	29
	Washington Court House.....	30
	Highland County.....	32
	Hillsboro.....	32
	Warren County.....	33
	Lebanon.....	34
	Morrow.....	36
	Waynesville.....	37
IV.	A PLAN FOR FUTURE DEVELOPMENT.....	39
V.	CONCLUSION.....	53

VI. TABLES

1. SWORL Counties, Showing Population, Volume, Expenditures, 1968
2. Miscellaneous Statistics by County
3. Statistics by County, 1940-1965
4. Personnel Policies of SWORL Libraries
5. Check of Selected Adult Titles
6. Reference Books for Small and Medium-Sized Public Libraries
7. Resources Check Against Basic Reference List
8. Intangibles Taxes to Libraries, 1940-1968

VII. APPENDICES

- A. Library User Questionnaire
- B. Mail Survey

Chapter I

INTRODUCTION

Concern for better library service has led to this study. Librarians from eleven communities in Southwestern Ohio have worked together through SWORL (the Southwestern Ohio Rural Libraries) to accomplish improvements in their libraries. They have sponsored this program to develop jointly a plan for future library service. The consultant who prepared this report was contacted by SWORL in the fall of 1968 with a specific proposal. Final agreements were reached in the spring and in April, 1969, a contract was signed with the Wilmington Public Library acting as agent for the member libraries. A grant from the Ohio State Library under the Library Services and Construction Act financed the project.

Several factors are undoubtedly responsible for this present activity. First, there is a natural evolution of concern for increased library performance. This can be attributed to the interaction among members and to the general national attention to libraries. Second, is an increased attention to libraries and library service by state and federal programs of assistance. Third, in Ohio the library survey by Ralph Blasingame heightened the interest of librarians, trustees, and citizens. The subsequent development of an Ohio Plan for Library Development and the recent state legislation gives to this concern, interest, and attention an immediacy and relevancy.

Now is the time to assess the library strengths within the area and develop a framework for future library service.

Background

The future prospects for library service in Ohio will in great part be based upon the forward looking "Ohio Library Development Plan." This Plan established the responsibility for library development and indicates the directions which might be taken by trustees and librarians.

The Plan establishes responsibilities for library services:

Library services are important to the citizens of Ohio and the over-all development of the State. Many librarians, trustees, and public officials are concerned because their libraries lack the books, staff, and buildings to meet the needs of the people they serve. Ohio is a forward-looking State which is planning for the development of facilities and services in such fields as transportation, communication and recreation. Librarians and trustees have an opportunity to relate library development to broad scale planning in other fields, so that libraries will make an effective contribution to the economic development of Ohio.

The specific responsibilities of public libraries are also clearly spelled out:

Public libraries are an important part of this network. They provide materials:

1. To facilitate the informal self-education of all people in the community.
2. To enrich and develop the subjects in which individuals are undertaking formal education.
3. To meet the general informational needs of all.
4. To support the educational, civic and cultural activities of groups, organizations and institutions.
5. To encourage wholesome recreation and constructive use of leisure time.

Every individual has a right to benefit from recorded knowledge, whether he lives in a big city, a suburban community, a small town, or in a rural area. The everyday library needs of the citizen, the student, and the personnel of business and industry must be efficiently met at the local level. Even though resources may be limited locally, public officials and librarians should provide access to a full range of library services through an effective state-wide library services structure.

The Ohio Plan also provides us with a definition of "essential library services":

The essential services of a public library are those that provide easy access to materials needed by every individual, regardless

of where he lives in Ohio, his age or education, his occupation, school work, family life, or for self-development, and to the necessary staff resources to bring about their effective use, connected with other libraries so that Ohio's total library and information resources are available to him.

The profession in general has always believed in the local responsibility for public library service. This local responsibility is emphasized in the Ohio Plan:

Ohio's library laws give public library trustees broad authority to provide total library services. These broad powers place on library trustees and librarians the responsibility to assess library needs on a continuing basis. Thoughtful assessment of needs will lead to the more dynamic library service programs which are essential in a growing State. Continuous evaluation of library service should lead to a more effective use of all library resources. Trustees and librarians should seek to meet library needs and encourage effective use of materials.

Trustees and librarians have a responsibility to overcome local limitations by working to improve services within their region. Library boards should initiate and participate in inter-library planning.

This present project supported by the trustees and initiated by the librarians of SWORL is an example of the outgrowth of local concern and local responsibility.

Purpose of Study

The purpose of this report is (1) to study library development since 1940 in Southwest Ohio--among the libraries organized as SWORL--evaluating present service and determining library needs; and, (2) to work with the SWORL libraries in preparing a plan for the future development of library service.

Method of Study

The consultant, prior to signing a contract with the Wilmington Public Library, met with staff members of the Ohio State Library to discuss the relationship of his work with the Ohio Plan. The first meeting with the SWORL librarians was on May 16, 1969, at Wilmington College. A portion of each SWORL meeting since then has been devoted to library service and the study.

The consultant spent an additional three weeks at various times in the area. Visits were made to each library board, with the exception of the Highland County District Library.

The librarian of each library conducted library-user surveys during the summer and fall. Each person who entered the libraries on predetermined dates was asked to complete a short questionnaire. (Appendix 1) Each librarian completed a lengthy questionnaire concerning their library and its operation. The consultant conducted a general questionnaire by mail to a random sample of 500 names from area telephone directories. (Appendix 2) The monthly meetings of the librarians and the consultant were of great importance. This report will stand as one tangible evidence of the work achieved; less tangible will be the gains achieved by the individual librarians and by SWORL as an organization. Time will attest to any success or failure in either.

Summary of Introduction

This report will provide a basis and framework for library development in Adams, Brown, Clermont, Clinton, Fayette, Highland, and Warren Counties. It should be noted that all public libraries in these counties are not participating libraries. The minutes of SWORL indicate the means and instances in which contact and invitations have been issued to all libraries. Table 1 indicates the libraries of the seven counties. This study by itself cannot provide library services nor prescribe a set course--it can only provide a framework and suggest steps toward achieving the goal of better library service.

Costs of Library Service

In the initial stage of this project, it was hoped that the costs of service could be given with some precision. Unfortunately, it is not possible to do so. During the past three years the costs of library service (books, staff, buildings, etc.) have increased at a fast rate. A review of the

"Costs of Services Which Meet Minimum Standards for Public Library Systems in 1969" (Public Library Association, 1969) and a comparison with previous statements clearly indicates the difficulty of predicting or estimating costs.

Chapter II

THE SWORL AREA

The seven counties which constitute the SWORL region cover 3,318 square miles and the 1960 population was 326,609. The region ranges from the hilly country near the Ohio River and lower Appalachia to the rich fertile loam of the Fayette County region. Population is much denser in the western portion near the cities of Dayton and Cincinnati. Population projections indicate that this will be the fastest growing area.

The history of the region is rich and tradition is strong. Settlers from south of the river with their high ideals and strong ideas about education founded the counties and established the cities. Many of these ideas remain and education is still of importance to the area. There are increasing evidences of recreational improvements--public parks, recreational lakes, boating docks, etc. A great deal of highway construction and improvement has been accomplished. The tourist attractions--ranging from museums to mounds--attract many persons each year.

Table 2, "Miscellaneous Statistics by County," illustrates the business activity within each county. Agriculture plays a large part in the economy of the area but it is Clermont County, with the least farm receipts, which has the highest tax valuation. The significant financial growth appears to be in proportion and in relation to the areas where population growth is expected.

Table 3, "Population by County, 1940-1985," illustrates the anticipated growth and reflects the past development.

Chapter III

SWORL

SWORL grew out of a meeting in 1963 to which all libraries in the seven counties were invited. Since then the group has met monthly to study local problems, library standards, and legislation, and to see other libraries. Thus, the group went further than the old New England "swap" groups which gathered only to exchange books and talk.

SWORL Achievements

SWORL does have a record of achievements:

1. Compiled an Ohio history and genealogical bibliography.
2. Held a documents workshop for area school librarians as well as their own staffs.
3. Assembled union magazine listing for designation of holdings in depth for interlibrary loan and purchasing to make all magazines listed in the Readers Guide available in the area.
4. As a result of the magazine project, a federal grant was given for the purchase of a photo-copying machine to each participating library. This made possible a more extensive exchange and use of printed materials among community libraries.
 - a. The fact that Wilmington College is a member of SWORL makes the collection of the college library available to every participating community library.
5. Sponsored an in-service training program through a one-year program using the ALA Small Library Projects pamphlets with the Loyola University correspondence course. The participants received three hours of college credit. This project was jointly financed by the Board of Trustees of the local libraries and a small grant from LSCA. Participants met monthly with speakers on special areas of library service as well as with a consultant from the State Library.
6. A dinner meeting for all trustees was held as a preliminary step to encourage the involvement of trustees, as well as staff, in the projects of SWORL.

--Report from SWORL to Ohio State Library. n.d.

Consultants

In the fall of 1968, SWORL developed plans for two consultants: a children's consultant to the area and a consultant to work with the libraries in developing a long-range plan. The children's consultant has been actively engaged in weeding the children's collections in each library. It is apparent that her work has been effective as one looks at the children's and adult collections in the libraries. Recently she has been able to work more directly with the librarians on booklists, selection, and in general consulting.

The consultant on regional planning has met with the group each month since May, 1969. A portion of each meeting has been devoted to a consideration of elements which would eventually make a regional plan. The librarians have become more familiar with the Ohio Plan and the possibilities of a broader organization. The discussions involved both philosophical and practical aspects of library organization.

The SWORL Future

After the six months of work with the librarians of SWORL this consultant would not recommend many changes in their procedures. The looseness in organization and the informal meetings have been positive factors: everyone feels welcome and is indeed encouraged to be a participant. The following recommendations are made:

1. A year's schedule of programs be established by a committee and printed for the first fall meeting. This would enable the group to consider their informational needs and plan a program to meet them.
2. A part of each program should still be the informal exchange of ideas.
3. Each library hosting the meeting must provide a physical arrangement which enables everyone present to be a part of the group.

4. Items which are going to be presented should be prepared with care and precision, stating the background and purpose of the proposal, and be received by SWORL members in advance of the meeting.

SWORL is a valuable organization and will be a strong factor in the development of a regional library service program.

Chapter IV

THE LIBRARIES OF SWORL

General Observations

Before commenting upon the individual libraries of SWORL, there are some general observations which are appropriate to the region. Some observations relate to library boards and others to library operations in general.

1. The boards of trustees must establish and understand the goals of public library service.
2. Careful consideration must be given to the long-range plans of each library and realistic priorities established to meet these goals.
3. The library boards of each library must become active in the library movement and individual board members must be committed to the role of the public library.
4. Personnel policies should be adopted for each library.
5. In counties where more than one public library is in operation, a county Library Advisory Group should be established.
6. Major efforts should be undertaken to promote the public awareness of public libraries.
7. Each library should give careful and immediate attention to routine tasks.
8. Each library should give immediate study to the centralized processing of library materials.
9. The librarians of SWORL should formulate a plan for staff development.

The boards of trustees must establish and understand the goals of public library service. In the discussions with library boards, the consultant found a wide range of interpretation of the role of a public library. Some library boards were committed to the role of the library as a source of information and a support for an individual's pursuit of self education. They saw the library as a vital part of the community's life serving the individual from pre-school days through retirement. Disturbing were the

instances in which boards placed the public library primarily as a support to the local school program. One board discussed diverting its total book funds for a year or two for materials to supplement courses of a local college. The lack of funds was always a problem but the consultant got the impression in some areas that almost any community enterprise would take precedence over the library.

The public library movement is an American movement and was founded upon the principle that a source for information, informal education, and recreation was necessary to the inhabitants of a community. If the public library has a role to fulfill in the life of the community, it is a responsibility of the board to describe the role and for the librarian to achieve it. Great changes have been made in our patterns of life during the past twenty years. The libraries of SWORL have not, for the most part, changed with the times. Television and paperbacks are easily available in almost any area. Perhaps the public library's role in supplying the light romance, easy western, and the escape fiction is not as important today as it was at one time.

The cost of library materials has steadily increased. Today no library can expect to provide a full range of materials. A choice must be made between the esoteric and the potentially useful, between the temporal and the classic. Before a librarian can make such choices, he must know what kind of a library the board wishes to support. With the increased mobility of people, more services are being expected of public libraries. A person accustomed to good service in one location will expect it in his new home. The library board is the public agency which stands to blame if it cannot define and explain the purpose of its library.

Careful consideration must be given to the long-range plans of each library and realistic priorities established to meet these goals. Once a board has determined what it intends to provide in the way of public library

service, the librarian and board should give consideration to a long-range program. A long-range program could include:

- | | | |
|-------------|-----|---|
| 1975 | I | (a) an addition to the building |
| 1970 | II | (b) evaluation of the reference collection |
| 1971 | III | (c) formation of a Friends of the Library |
| 1970 | I | (d) addition of an assistant to the librarian |
| 1971 or '72 | III | (e) acquisition of phonograph records (films) |

The board might then characterize these needs by priority ranking (I, II, III) with "I" being of most importance. A first priority item might have to be planned for a second, third, fifth, or tenth year. Funds, space, timing, etc., are all factors in the actual accomplishment. Years have been placed beside the activities to illustrate possible achievement of goals.

The consultant is concerned at the number of times "space" was considered as the greatest problem facing libraries. Of the libraries visited only three (Clermont County, Highland District, and Lebanon) had buildings which were absolutely too small. One library (Georgetown) has space problems which can be alleviated by rearrangement and remodeling within the present structure. It may be that "a new building" or "an addition" appears to be a panacea when in fact it would only encourage or add to existing problems or practices.

Before a board can adequately assess physical space needs, the librarian (possibly working with a consultant from SWORL or the state library) should do a very careful study of the library. Such a survey should examine the collection in relation to the library's goals, and examine programs and services in relation to both materials and goals. Many libraries will achieve greatly added space by having a thorough weeding. Outdated textbooks and technological information have no place in a modern small public library. With the prospects of a central depository, there will be less reason for the SWORL libraries to retain so many little used books.

The library boards of each library must become active in the library movement and individual board members must be committed to the role of the public library. This consultant does not believe, nor is he suggesting, that each trustee must become an active participant at all levels of trustee organization. It is essential that each trustee keeps himself informed about library matters. This information comes through reading the literature which is regularly published and through information passed on by the librarian. Some trustees will have an inclination to become active in a broader sphere. For these there are many opportunities on state and national committees.

If the role of the library is important in a community--and many believe it is as important as the school board or the boards which control the water, parks, recreation facilities, etc.--then appointment to the post or "trust" of trustee should encourage an individual commitment to service. Until those responsible for public library service proclaim that service as an essential community ingredient, libraries will continue to be neglected or overlooked.

Personnel policies should be adopted for each library. A tabulation of the personnel practices of the SWORL libraries appears in Table 4. If libraries are educational institutions (as the new Ohio law states), library boards will be competing for employees in the same directions as will the schools, colleges, and general business offices. This will be true whether the employee is to conduct professional activities or is to be a clerical employee. Salary schedules and benefits must match the expectations of the board and must be competitive with similar positions in the community. Librarians and library staffs should not be expected to take a back seat or practice philanthropy. An interesting exercise is to figure the hourly rate a board pays a library staff member and compare it with the hourly rate of the librarian--realizing fully that the librarian spends far more time with the job than the hours spent in the library.

In counties where more than one public library is in operation, a county Library Advisory Group should be established. Under Ohio law all public libraries must serve any resident of the county since funds for library operations come from the collection of countywide intangible taxes. In four of the seven SWORL counties there is more than one library going to the County Budget Commission with requests for funds. In two of these counties (Adams and Warren) the full 100% of intangibles collection is being returned to the libraries.

It would seem appropriate and logical for the library boards of the four counties to establish Library Advisory Groups. The purpose of the groups would be to discuss budgetary and other problems faced commonly by the libraries within the county. It is recommended that this group be made up of at least one trustee from each board and the librarian.

Such a forum could establish priorities for building programs. Who should better decide than the boards themselves in case more than one library wants funds for building the same year? Large purchases--such as bookmobiles, etc.--could be cleared through such a group. Problems in service (for example, the use of a bookmobile from one library to another's doorstep) could be discussed. With careful analysis and understanding of needs, the libraries could approach the budget commission with a single voice--which would surely be a stronger voice.

Major efforts should be undertaken to promote the public awareness of public libraries. Library service is not an essential community service such as water, fire protection, etc., nor is it a legislated activity such as formal education. Public library service, like parks and recreation, is a governmental service to be used by those who wish, but available to all. There has been a theory held widely for fifty years or more that great attention should be paid to children by public libraries for they are tomorrow's readers (and library users). Public libraries have evidently

failed, for the youngsters have not so logically carried through this plan.

Libraries have important commodities--information and the materials for self education and recreation. The libraries in the SWORL area should conduct an energetic campaign to inform all elements of the community--businessmen, religious groups, farmers, educational groups, nursing homes, etc.--that the library exists and what it has to offer.

In the "Pattern for Growth Series" published by Dayton Power and Light with James Jennings Associates very seldom is the public library mentioned, and then only with "recreational outlets." Either the public libraries in SWORL have failed miserably in serving the business community or the light of success has been kept under a basket. Each of the libraries visited has something which could assist the business community in its work: an out-of-town telephone directory, old newspapers (for stock quotes), a banker's directory, etc. If libraries continue to be overlooked by the business community, they will one day be overlooked by the legislator or the budget maker.

Each library should give careful and immediate attention to routine tasks. No longer can routines be continued only because "we have always done it that way." All routines of the staff should be examined to determine:

1. Is the task necessary?
2. Is there a simpler way to do it?
3. Is the right person doing the job?

For example, the consultant would recommend that all libraries which accession books and keep a numerical accession record give serious consideration to its purpose and value. The majority of libraries today maintain only a shelf list and if accession numbers are used they are only for identification and acquisition purposes. Property marks and "secret pages" are also routines which can be questioned when value is weighed against cost and use. "Simplifying Work in Small Public Libraries," by Donald Dennis (Drexel Institute of Technology, 1965) will be of help to each library.

Each library should give immediate study to the centralized processing of library materials. The processing of library materials (a term which includes the cataloging, classification, preparation of catalog cards, and the physical changes of a book to make it a "library" book) is basically a routine procedure in the SWORL libraries--the end result enabling a library employee or patron to locate materials within the library. In general, each of the ten libraries does the same activities and tasks for each book added to the collection. Such activity requires much time which could better be spent with patrons. The State of Ohio has a Catalog and Processing Center to which libraries can subscribe for processing of materials. Each library should consider this and library boards should be shown which method is more economical. "More economical" might not necessarily mean less costly in dollars--librarians should indicate activities which staff could do if not involved in the timely procedures of cataloging.

The librarians of SWORL should formulate a plan for staff development. The SWORL area has the advantage of having interested librarians in each library. They have all profited from the discussions and programs conducted by SWORL. However, the organization should develop a long-range program of staff development for both administrators and staffs.

The series should range from the role of the public library to very specific and practical programs on public relations and telephone manners. Growing out of such a series could very well be an orientation guide for each library to use with new employees.

The Individual Libraries

The consultant was asked to look at each of the SWORL member libraries and to offer an assessment. This information will be presented by county. In assessing the libraries, the consultant made at least two visits to each library. Each library board, with one exception, devoted a portion of one meeting to a consideration of a library's purpose. It is apparent as one looks at the

libraries and at the future that this region is long on enthusiasm, hope, and purpose and short of the finances. There may be other areas of the state with a greater number of professional librarians (those with a fifth year degree) per capita, but it will be difficult to find an area with more professionalism.

Adams County

Adams County is the oldest of the seven SWORL Counties. A county with no cities in its 588 square miles, Adams County has two public libraries. One library is located in Manchester (population 2,304) and one--the SWORL member--is in Peebles (1,673). West Union (1,965), the county seat, has been designated by the Ohio Department of Urban Affairs, Ohio Office of Appalachia, as an activity center. (This designation in a four-way ranking of areas by priority growth: regional growth centers, primary growth centers, secondary growth centers, and activity centers.)

Adams-Brown County Bookmobile Program

Although not a legally established public library, this project will be reviewed here since the headquarters is in Winchester (825) in Adams County. Originally envisioned as a multi-countied service center operated by the Ohio State Library, this project has remained a two-county bookmobile program. The goal of the program is to bring books to unserved communities and residents of the two counties. This has been accomplished.

During each of the summer months the project staff schedules twenty-four stops in Adams County and twenty-seven stops in Brown County. During the winter thirty-three schools are added and visited regularly. Many school collections are provided.

The director of the program has a high level of concern and interest in providing library service to people. Without question, her sincerity, compassion, and zeal have brought the library and its product to many persons who were unfamiliar with library service.

This consultant found areas in which there appeared to be problems or conflicts which affected the program. These are:

- inflexible and small quarters
- lack of definition of program's purpose
- communication gaps with State Library
- almost static budget

Certainly the two counties cannot support a total program of library service without additional funds. This project is filling certain needs and can be developed into a vital program as part of the total area service pattern.

Peebles

Name of library: Peebles Free Public Library
Librarian: Mildred Shoemaker
County: Adams County Seat: West Union
Date library established: 1931
Type of library: School district

One cannot enter this library without feeling welcome. The librarian is dedicated and friendly and operates a very personal operation. The building, erected by the Peebles Magazine Club in 1967, is certainly one of the most attractive buildings in the community. A sign on the main street directing persons to the library could be of help to those who have not found it and to visitors to the nearby mounds.

The librarian is to be commended for the atmosphere of the library and for her receptivity to new ideas. This consultant would note the following as needs of the library:

- more attention to reference materials
- increased periodical subscriptions
- a written book selection policy
- the development of a public card catalog
- the addition of staff
- a planned program of weeding the collection
- a sign on the library and on main street

The librarian is aware of the library's needs and the librarian and board are most aware of the need for additional funds. Since funds are limited and the library will not be able to add greatly to its collection or its staff, it is all the more important for the board to consider carefully the role of the library to its community. What should it be? What type of materials can it afford to supply? To what age groups should priority be given?

The Peebles Free Public Library can only meet a portion of the library needs of its clientele. The library must be able to call upon the resources of another library, at present the Ohio State Library but in the future an area library service organization.

In conversation with members of the library board, the board was united in its concern for its staff of one (and need for more) and the needed additional resources--especially reference. There was not, however, agreement between board members on certain matters such as existence of bylaws, long-range plans, and attendance at board meetings.

More important, the library board in its discussion was in agreement and insistent upon the educational/recreational role to adults of the public library. There were problems, however, in achieving any success in this direction the board was quick to point out--the main problem being financial. To achieve more success the board was in agreement that needed were more staff, more resources, and more hours of service.

What did the users of the Peebles Free Public Library think about their library? Most users were female (39 to 6) and either 30 to 39 or 50 to 64 years of age. The majority had finished high school and were members of between five and ten organizations. The users came from Canton, Locust Grove, Peebles, Portsmouth, and West Union. Special interests ranged widely: science, reading, baking, music, crafts, gardening, people, cooking, antiques, etc. Most came in for a book to read and only two reported they did not find what they wanted. Such satisfaction is very good but one must ask: Are we that good or do people not expect us to be able to help them?

Brown County

Brown County to the west of Adams County is the newest county of the SWORL group; it was founded in 1817. This county of 491 square miles is rich in historical interest. Located 40 miles east of Cincinnati, Brown County has public libraries in two villages: Georgetown (2,994)--the county seat, and Ripley (2,415). Brown County shares with Adams County the bookmobile program discussed earlier. The Mary P. Shelton Memorial Library in Georgetown is the only library of the county with membership in SWORL.

The county is predominantly agricultural and the following quotation is representative of the attitude toward the future:

Trends in land uses of Brown County indicate that in 1975, three-fourths of the county's total acreage will still remain in agriculture. Although cropland acres are declining, indications are that approximately one-half of the agriculture land will remain as cropland; in which Brown County will remain predominantly rural.
 --Overall Economic Development Program (OEDP)
 for the Brown County Redevelopment Area.
 March 31, 1968.

The two public libraries in Brown County received only 63% of the intangible taxes collected in 1968. Neither library receives enough to support a minimum program. The two library boards, or at least representatives of the boards, should meet to determine a joint request to the County Budget Commission utilizing all of the funds. It is interesting to note that the library spending the most funds added only 176 volumes in 1968 while the lesser-supported library added 755 volumes.

Georgetown

Name of library: Mary P. Shelton Memorial Library
 Librarian: Mrs. Mildred M. Moore
 County: Brown County Seat: Georgetown
 Date library established: 1914
 Type of library: School district

After walking up the steps of this well-kept library building, one opens the front door and is given the impression of much clutter. At least the staff is friendly and able to smile from their very crowded quarters.

A stranger soon realizes that this is not clutter but the elements of a good, small library operating in extremely limited space. A quick walk through the library indicates the physical building problems faced by the librarian:

- inflexible space due in part to the heating system and location of radiators
- amount of material retained by the library
- lack of area for study or personal reading
- lack of work space for staff

If funds are available from the building trust, a request should be made immediately to relocate the radiators and to create a separate children's room.

The library collection does need to be weeded but it is difficult to weed a collection (or to add to that collection) without a clear understanding and agreement as to the function or purpose of the library. The librarian is a cautious purchaser and for the most part makes wise use of book selection tools. However, the surveyor questions the value and need for the many lighter fiction books (Avalon and Arcadia types). If funds are limited, is a library justified in spending money on this type of book at the expense of non-fiction and reference?

There was little agreement among board members on the basic organization and mechanics of the board's operation. There was total agreement that most needed was funds and space.

Of greater concern, from a public librarian's viewpoint, is the agreement among the board members that the primary role of the library would be "to enrich and further develop the subjects in which individuals are undertaking formal education." This was further refined to the point that it would be conceivable to use all possible funds for development of resources for the Tri-County College and a junior college. There appears to be a feeling on this board, as on at least one other board of the region, that school district status implies a legal responsibility to the formal education

structure. While any librarian would wish to develop as close a relationship as possible to other libraries, no public librarian should wish to negate the great area of obligation to adults which the public library has and which it can uniquely serve.

The board and librarian should discuss at length the purposes of the library and adopt a written statement of purpose. From this the librarian should develop a book selection policy to be discussed, revised as necessary, and adopted by the board.

The users of the Georgetown library were more frequent in the afternoon than morning or night. (Morning: 9; Afternoon: 29; Evening: 10) A book was the item desired by most users and the majority were satisfied. Only four indicated they could not find what they wanted. Unfilled requests included: English literature, information on the OEO, Adela St. John's new book.

The majority of users are from Brown County but others came from Decatur, Felicity, Hamersville, Higginsport, Lebanon, Leesburg, Mt. Orab, Russellville, Sardinia, and Wilmington. Women outranked men (46 to 6) and were predominantly 30 to 49 years of age and had a high school education.

Clermont County

The 459 square miles of this county are rolling countryside about twenty miles east of Cincinnati. Clermont County has been characterized as the fastest growing county in Ohio. The population did increase over 40% from 1950 to 1960 and Table 3 shows that estimates keep Clermont County in the lead among SWORL counties. There are factors which support this growth: proximity to Cincinnati, the concentrated efforts at industrial growth (such as the Industrial Parks, Inc.), and the educational developments (the new branch of the University of Cincinnati).

One cannot be in Clermont County long without feeling the growth. Even casual reading in the newspapers will indicate the new ventures which mean continued growth. The summary report of Appalachia Ohio Plan for

Development (Ohio Department of Urban Affairs, n.d.) includes Batavia in the Cincinnati regional growth area. This report also indicates the number of educational and health facilities which appear to be in the planning for Clermont County.

Batavia

Name of library: Clermont County Public Library
 Librarian: Doris Wood
 County: Clermont County Seat: Batavia
 Date library established: August, 1955
 Type of library: County district

This is the newest of the SWORL libraries and has an admirable record of accomplishments. This does not mean that the library does not have problems. It does; among the problems are:

- insufficient funds
- lack of space in all units
- lack of resources

This library has an excellent small collection but the board and librarian are very much aware of the need for additional resources--especially non-fiction and reference. The librarian has done an excellent job in training staff members but the effectiveness of the library would be increased with the addition of employees from outside the area.

A survey has been made of the Clermont County Public Library and that report does not need to be repeated here. This is a good, small library with problems and potential. This library has the advantage of the legal structure of a county unit but has great responsibilities for providing service over a fast growing county. In the face of the rapidly expanding population, and the present problems of space and funds, the success of the library will depend in large measure on the spirit, conscientiousness, and labors of the board with the librarian.

Who used the Clermont library facilities and what did they think? The majority came for books and most found what they wanted. Those who didn't

listed the following as unsatisfied requests: Plum Thicket, knitting, antiques, Crime or Punishment, flower arranging, school material for slow learner (interloaned, however), Life with J. Kennedy, flourescent light gardening, and "Explorer." Females (153) outranked men (20) and came from a wide area within the county.

The users were liberal in their comments on the library and offered the following:

- I have been pleased with the Milford library.
- Facilities for copying materials at Union Township might be a good idea at Batavia.
- More books.
- I love the library and am waiting for the day when we will have a larger one on main street.
- I have found that the service in the Batavia library is exceptional. It far surpasses the Cincinnati library so far as co-operation, helpfulness, etc. Have always found, or been helped to find, any book I needed or wanted to read. Thanks.
- I would like to see libraries better stocked.
- I would like to see the library open all day more than one day per week. Otherwise I think the Milford library is very nice for one of its size.
- The Bethel branch of the Clermont County Library has been, to me, the most significant sign of progress in the last two years.
- I think the library has pretty good books but I think it should have more books on sex. (11th grader)
- It surely would be nice if they could find larger quarters.
- I would like to see the library offer more non-fiction books and less fiction. This library seems to cater to the older age group--having murder mysteries. I also think it would be nice if the library were open for a couple of hours on Sunday afternoon. (Milford)
- I find the bookmobile doing a great service. I like the personnel but I find that book requests are not always filled or the paperback is already on the market while the library still does not have a hardback copy. Also request lists seem to get misfiled and as a result I have to request the same book every few months.
- Change the rules concerning books charged from one branch and returned to another.

Clinton County

The "garden spot of the United States" has 412 square miles of fertile soil about midway between Cincinnati and Columbus. The county contains one city--Wilmington (10,161)--and seven villages. The county is well balanced on support from agriculture and industry. This is not a fast growing county; it is a traditional one and is characterized by steady, thoughtful progress.

Three public libraries are located in Clinton County: Blanchester, Sabina, and Wilmington. According to the latest "Directory of Ohio Libraries" (1969), 86% of the intangibles tax is distributed to the libraries. Wilmington Public Library has been designated the extension library by the Ohio State Library. This consultant would recommend a Library Advisory Group be established by the three libraries. Board representatives and librarians from the three public libraries should develop a means for analyzing needs among the professional community before presenting requests to the County Budget Commission. A stronger case for funds should be developed with understanding and discussion.

Blanchester

Name of library: Blanchester Public Library
 Librarian: Jane E. Bate
 County: Clinton County Seat: Wilmington
 Date library established: 1935
 Type of library: School district

This consultant wasn't sure he had found the library for no sign heralded the fact that this modern building was Blanchester's public library. Once inside, however, the friendliness and greeting by the library staff quickly dispelled any question. The library board and librarian are in agreement that the two major problems of the library are funds and space. The consultant might question this assessment.

This library has several features which set it apart from most small public libraries:

- a librarian with native intelligence and curiosity
- a written book selection policy
- a close involvement with community activities
- a keen sense of public relations
- a close board-librarian relationship
- a broad perspective of the role of the library

There are, however, certain needs within the library. Interestingly enough, the librarian identified many of the needs and expressed frustration at the problems. The consultant would identify the following as "problem areas" in this library:

- Collection maintenance. There is much work needed in binding and weeding of the collection. A collection which is "alive" (currently useful) will attract more attention than a large collection not maintained in top condition.
- Arrangement of the library. Unfortunately the shape of the library precludes much rearrangement. However, the children's section is relatively uninteresting physically and thought by the librarian and the SWORL consultant should be given to a new arrangement.
- Collection development. The librarian is making an effort to evaluate the total collection against basic bibliographies. This should be continued with special emphasis on the reference collection.
- Staff. The librarian, skilled at personal relations, should be released from routine business in order to concentrate her abilities on the public.

There is a remarkable agreement between board members on the organization of the board and the needs of the library. With such support and understanding, the librarian will be able to realize the purpose of the library in Blanchester.

How do the library users react to the library? For the most part they were satisfied with the library but expressed the following comments:

- There are times when I can't find a specific book. If there are restrictions on books to be taken out they should be lifted. Parents should censor material, not librarians. (12th grade)

- I think the Blanchester library library and its workers are very efficient. I'd like to see a list available for books that patrons would like added to the library.
- More books on professions (architecture, medicine).
- More books on the playing fundamentals of baseball.
- More up-to-date books on house plans.
- I think the library service is superb! If they don't have what you want they try to get it for you. This is outstanding! I would, however, like to see the library incorporate more along the lines of music. I realize our library is small, but I am also sure that a tape program would be beneficial.

Wilmington

Name of library: Wilmington Public Library
 Librarian: Jon D. Kelton
 County: Clinton County Seat: Wilmington
 Date library established: 1899
 Type of library: Municipal

One's first reaction on entering this library is that it is a library! Although the additions made to the building in 1961 did not change the basic rigidity of the library plan, there is still a feeling of library (although the older feeling which is one of charging desk and rooms of books). This consultant made one visit to the library as an anonymous patron and received excellent service from the staff.

Obviously this library has had a long history of well-considered book selection. The collection, although small when considering a core collection for a regional library, can provide a sound nucleus for a regional program.

The library has some obvious assets:

- a professional librarian with a concept of public service and a knowledge of books
- a library board interested in service to the community and in regional development
- a well-developed reference collection of convenient and historical materials
- a generally good, basic collection
- a well-directed and imaginative children's service with both materials and programs

There are areas in which the consultant would suggest staff and/or board consideration:

- Collection evaluation. There are subject areas which would profit from an analysis and comparison with basic bibliographies and Books in Print. For example, the poetry section could be enriched with the addition of some contemporary works and the weeding and replacement of some standard items. The music section appears to be small in relationship to the total collection.
- Processing of library materials. The librarian should delegate cataloging and classification to a staff member. Good training is given staff for shelving and public service so there is no reason that staff could not handle at least 80 to 90% of the processing procedures.
- Service to schools. The consultant was interested in the amount of direct school service which is given by the Wilmington Public Library. The costs of this service should be analyzed to determine whether or not the public library can afford to provide such service. It is obvious that any funds spent for direct school service must come from funds collected for public library service. The board may wish to continue this service but an obligation exists to determine full costs for providing it.
- Staff development. The consultant observed the librarian training a new staff member and was impressed with the clarity and purpose of the training. The library's business is increasing and the staff is competent enough to act with responsible authority. The librarian should develop a written organization chart, describe assignments, and delegate the responsibility.

The board members in visiting with the consultant were in agreement on the informal education and information role of the library. The majority of board members indicated that they had written bylaws and a long-range program. The librarian is unaware of these documents. It would be well for the board to devote a portion of each board meeting during the next year to a discussion of the library's purpose, the development of bylaws, and consideration of long-range goals with priorities.

What types of materials were patrons unable to find at the library? International documents, religion, hippie education, engineering, kennels. The majority of persons did find what they wanted. Twenty-five men completed questionnaires and seventy-five women. Among the comments offered by patrons were:

- This library is better than several other libraries of comparable size. I feel though that there are quite a few books on the college level that could be added; none specifically, yet I have hunted for some books in the past and was unable to find them. These were books that were new, I think.
- I love to browse, am interested in many subjects. There is always help available if needed. I have no complaints or suggestions--I'm sorry to say. Everything has always been adequate for me.
- Reference room--sufficient. Perhaps needs more material on places. Novels--good. Non-fiction--good. Needs to be brought up to date. Children's--excellent.
- I would like to see this library offer a more comprehensive reference selection and more information on the various specific fields of science.
- I would like to see a bigger selection on all types of transportation (air, rail, bus, ship, etc.).
- The library service here is very good. I find most employees here both eager to help and more than courteous. I would like, sometime, to see libraries post a list of books in newspapers or other media that they are disposing of, so that perhaps the public could purchase them. I think most people who read would like to own old favorites and we sometimes are very disappointed when they are discarded.
- A list of the new books available from the State Library for borrowing would give an idea of what books were available in addition to the ones in this library.
- Open longer hours. Maybe on Sunday too.

Fayette County

The 406 square miles of this county southwest of the state capitol are variously called the "hog capital," the "Herefordshire of Ohio," and the "horse center of the Midwest." As Table 3 indicates this county, rich in historical heritage and tradition, has never experienced rapid growth and does not anticipate it. There seems to be an emphasis on agriculture when one reads or talks about Fayette County and certainly livestock is a major factor in the economy. A review of industries, however, will indicate a diversity ranging from steel buildings and liquid fertilizer to work gloves and mobile homes.

There is only one public library in the county--at Washington Court House--and it contracts with the Ohio State Library bookmobile program for extension service.

Washington Court House

Name of library: Carnegie Public Library
 Librarian: Mrs. Gladys Strevey
 County: Fayette County Seat: Washington Court House
 Date library established: 1891
 Type of library: City-county

If the requests of library patrons are given the same consideration which this consultant's requests were given, patrons should feel very satisfied with service from this library. It is obvious from the material received that the librarian understands the need for information and has a grasp of information sources.

The library building, built in 1904 and with a 1963 addition, is a typical Carnegie building which is carefully maintained. The addition to the library provides an open reference room with several study tables. The basement addition provides a combination of added storage-deposit collection development-meeting room. The librarian and board feel strongly that additional space is needed.

This consultant would make the following comments upon the library:

- The librarian is extremely conscientious and has a good grasp of the library's potential. However, she does not always appear confident in her good judgment and has the tendency "to consider that further." Through board support the librarian should exercise her good judgment in making independent decisions relating to the library staff and collection.
- The library collection should be examined carefully. A recent weeding of the children's room has been accomplished. A systematic review of the adult collection should also be done. Books should be examined for physical condition, reliable information, and usefulness. Following this appraisal (and discard of unneeded items) the collection should be checked against standard bibliographies for filling in gaps.

- An analysis should be given to the amount of money spent on school collections to determine if the cost is merited. Each dollar spent on school service detracts from the funds available for real public library service.
- The library board and librarian should consider at length the purpose of the library in the community and adopt a written statement of objectives and a book selection policy.

The board and librarian expressed desire for an addition to the library to house a large meeting room for "clubs, groups, Little Theatre, concerts, etc." Before such an endeavor is undertaken the board should be confident that the present service is adequate and that the financial future would assure support of such a facility in addition to a quality library program.

Who uses this public library and are they satisfied? For the most part, they were. Among unanswered requests were for books by John Creasey, Martian Chronicles, and hygiene. The comments were interesting and helpful:

- Library service in Washington Court House is most gratifying with the courteous and efficient help so graciously given find it a warm and inviting place to visit.
- Having moved here from a large city, I was very surprised to find such an excellent library in a small Ohio town. The staff I have found to be very well informed on any subject that I have seeked information on, and I am sure that with a larger facility would make this the finest small town library in the midwest.
- More science fiction.
- I would appreciate more late books in the field of theology and religion.
- The library service here is very good. The librarians are very efficient and willing to help people. I would like to see more and more new books on every subject. Possibly, maybe libraries could offer a movie plan (one movie a month or something on interesting subjects).
- Some new agricultural books.
- Need more research books: philosophy, agriculture, ancient history. Please buy more Rex Stout and John Creasey books.

Highland County

For the SWORL area, Highland County is the crossroads. Sixteen state roads and two federal highways transect the 554 square miles of this county. The Ohio Office of Appalachia considers Hillsboro, the county seat, "a secondary growth center . . . where a viable service base has developed and there is significant potential for economic growth."

Recreational areas, housing developments, and industrial sites are increasing both in number and in activity. A steady, but not sharp, incline in population is predicted. (Table 3) A branch of the University of Cincinnati located in Brown County serves the counties of Adam, Brown, and Highland. These counties are similarly linked in the Tri-County Materials Center--a Title III, Elementary and Secondary Education Act project. Highland County residents are served by one public library system.

Hillsboro

Name of library: Highland County District Library
 Librarian: Mrs. Helen C. Satterfield
 County: Highland County Seat: Hillsboro
 Date library established: 1878
 Type of library: District

It is not fair to evaluate a library which serves a 1969 public from an 1835 building with a 1970 facility around the corner! It is obvious, however, that the affairs of this library are in competent hands. Even from the crowded, poorly arranged rooms, one could see that this was a collection which had been developed and maintained with care. The periodical collection is excellent for the size of the collection.

The librarian has been able to make the most of very unsatisfactory conditions. It could be anticipated, then, that once the new building becomes a library that growth will begin to take place in the collection. The book grant for collection development will be of immense help to this library. With the new building and increased depth in the collection, there will be

new possibilities for service which will require new staff. The librarian is alert to these possibilities and the 1970's for this library should be promising.

Library users had the following to say about the library:

- The library is very nice and has been very useful to me.
- To have the library open at night during school till 9 or 10 o'clock.
- Occasional requests or recommendations for Early Childhood education texts for use of students in supplementary education. These texts were not available at Tri-County College and/or High School. There is occasionally difficulty in obtaining these texts from State Library even though some by leading child psychologists, i.e., Piaget--old edition available but 1960 edition was not. If requested, a complete bibliography of texts being used today would be available to the local librarian and a selection of several books vital to the community could be chosen.
- Dear librarians. I like the good service of the library you have given me in past years. Please keep up the good work. I think they should be more topics and books on football and horse stories.
- Wish we could have records in instruction in foreign languages which we could borrow.
- I prefer the older books--or the modern ones if they are decent and worth reading.
- Night service.

Warren County

Warren County is only 15 miles from Cincinnati and is heavy on history and tradition. Historical richness sometimes discourages progress or growth but this is not the case in this county. With the sense of the past very much in evidence (and preserved with care by the Warren County Historical Society and Museum), this county promises to be a fast growing one in population. Table 3 illustrates the anticipated growth rate--a rate which places the two western counties of SWORL as the fastest growing counties. The growth in the county will come both from the broad-based economy and the fact that many persons working in the city will choose to live here.

There are four libraries in Warren County located in Franklin, Lebanon, Morrow, and Waynesville. Only the latter three are members of SWORL. These four libraries receive 100% of the intangibles taxes collected and each of the three SWORL libraries has indicated funds as a major problem. As proposed elsewhere, this consultant believes it imperative that a Library Advisory Group be established representing all four libraries to discuss problems and to adopt a united front for approaching the County Budget Commission.

There also appears to be some concern on the routing of the bookmobile from the Lebanon Public Library to various locations within the county. A county planning group could discuss such questions and resolve them.

Lebanon

Name of library: Lebanon Public Library
 Librarian: Mrs. Geraldine Noble
 County: Warren County Seat: Lebanon
 Date library established: 1902
 Type of library: Municipal

Although very crowded, one must be impressed after looking over this library collection. It has been carefully nurtured for many years and is fairly well maintained as a currently, useful collection. The librarian and staff appear to be service oriented for the staff-patron relationships which were observed were good. The children's room is busy and extra efforts are made to encourage a child's use of the library.

In discussing the bookmobile schedule with the librarian, the consultant questioned the extensive service to schools. It is difficult for a librarian to reconsider service to a group (such as school children) which is a ready, waiting audience. The school, however, should provide the basic resources to support the curriculum; the public library cannot support both the formal and informal library needs of an area. All service to pre-schooler or adults is being abridged because of expenditures for school service.

There has been a question raised about the librarian's attendance at board meetings. If the librarian does not attend board meetings, the board should consider immediately a change to require her presence. In establishing policy and determining future directions, a board must have the advice and counsel of the librarian. The librarian needs the background of discussion with the board to support and enforce board policy. The only time when a librarian should not be present is at those times when his salary or tenure are being discussed.

In planning for the future the board will want to make certain that its goals and objectives are interpreted in the building program given to the architect. It is said that we plan a building for twenty years, but experience has shown that most new buildings are outgrown in ten years but will have to serve for thirty or forty years! The planning of a new building cannot be done too carefully. It is much easier to make changes on paper than to try to cover them through increased staff or maintenance costs. The board, in the final analysis, must account to the community for the building. Careful planning and counsel will assure a workable building.

What reactions did the library users have to the library?

- The librarians are always friendly and helpful. If you ask them a question--you get a friendly answer. I have been in four libraries and to me this is the nicest. It is a pleasant place to come for books and knowledge. Some of my friends also come here and they also have had nice things to say about Lebanon's library. No complaints!
- I feel that a library offers more to an individual than anything else. One can learn and be entertained at the same time, which is saying a lot.
- I have found the library to be most satisfactory for many years. It is more preferred by me than are the branch libraries in Cincinnati or Dayton.
- More mysteries and more reference books for students' use.

- The service at Mason Library is good but there is little or no material on current subjects, and very little other non-fiction and reference books. Also, there are not many books that are required for high school reading.
- This crummy library doesn't have much more than a lot of old mysteries and other books people dump on the library. Whenever I have to do research this library doesn't have anything but a couple of paragraphs in an encyclopedia. The library at school is better than this! At least the Mason Library has a lot of mysteries or I wouldn't come here at all.
- Library open more hours each day. (Mason)
- More non-fiction books.
- Magazines
- Cooperation of the county library (and board) with the local branch. (Mason)
- The building, per se, is poetic.

Morrow

Name of library: Salem Township Public Library
 Librarian: Mrs. Robert (Jerri) Short
 County: Warren County Seat: Lebanon
 Date library established: 1884
 Type of library: Township

The oldest SWORL public library in Warren County operates from the newest quarters--a modern shopping center where parking does not appear to be a problem! A sign indicating the library's location would be a splendid addition. It is difficult to discern its identity without getting very close. The township library was formally located in an area hit by floods in 1959, 1964, and 1968.

With easy access to three interstate highways (71, 275, and 75), Morrow has had a steady increase in population and only recently a new addition of 400 homes was announced. Such an increase in population will mean an increase in business for the library. With funds as scarce as they are, the libraries will have to do very careful planning and accounting if they are going to continue to grow.

The librarian is relatively new and has a great deal of imagination. The board will be well rewarded by making it possible for her to attend any educational experiences in library service. Equally helpful will be visits with other librarians, consultant visits from the Ohio State Library, and even a day or so of work in Wilmington or Hillsboro. The originality and imagination used in many of the children's programs and activities are indicative of the librarian's potential.

Among the needs of this library are:

- a more accessible card catalog
- a rearrangement which would place someone nearer to the front door
- a sign proclaiming the library's existence
- a careful weeding and evaluation of the collection
- a strengthening of the reference collection

The users of the library on the days of the survey (18 female, 2 male) came for books and expressed satisfaction (except for one person who wanted material for an elementary school). The only comments received were "need more books" and "very nice."

Waynesville

Name of library: Mary L. Cook Public Library
 Librarian: Mary K. Current
 County: Warren County Seat: Lebanon
 Type of library: School district

No person entering this library can escape the spell or touch of books and people. This is a very human place. The staff have been instructed in their training "to remember that they are here in the library to help the borrower with a smile and a genuine interest in their request . . . they are to extend to the borrower the privilege of using the library's facility to obtain information from other libraries if they wish it. In other words, we try to train our staff members to deliver the goods if at all possible."

The library has several outstanding features:

- the atmosphere
- the promotion and publicity
- the service to children
- the relationship with community groups
- the many art displays
- the division of the collection and its arrangement

There are certain aspects of the library which might merit some evaluation:

- The reference collection which does not appear to be as complete and up-to-date as it could be.
- The adult book collection--much new and "in demand" fiction is provided by a rental plan. The consultant would wonder if the very light fiction demand is so heavy (and rightly a library responsibility) that so many titles need be purchased. The adult non-fiction collection appears small.
- Maintenance of the collection. Are good titles being missed on the shelf because of books being crowded or in need of repair?

Finances will not be listed, although this is a problem. The county returns 100% of the intangibles taxes collected. It will be difficult to add new services and new staff--this is unfortunate for the service return on the dollar at this library is very good.

Patrons expressed general satisfaction although no "testimonials" were included on the questionnaire. Noted as gaps in the collection--or unfilled wants--were: Love Machine, Fitzgerald poems, Making of President, Sam Shepherd's Life, and Catherine Peare. The range of patron requests was broad and indications were that satisfaction was high.

Chapter IV

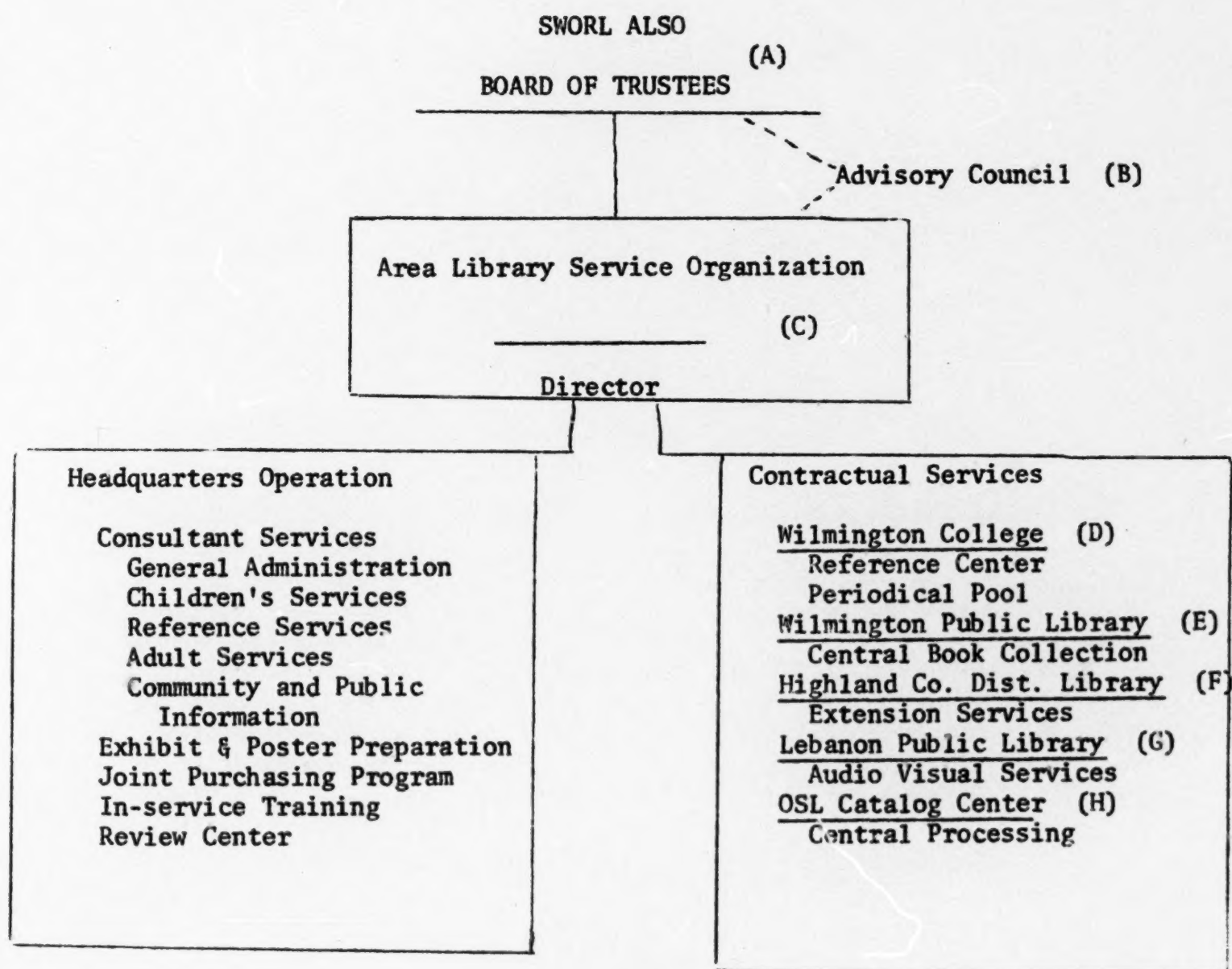
A PLAN FOR FUTURE LIBRARY DEVELOPMENT

Under the new Ohio Library Development law, a group of libraries may organize an Area Library Service Organization (ALSO) for improving library service to their constituents. The following recommendation is made after firsthand discussions with each librarian and in each library, eight monthly meetings with the librarians as a group, and a review of the non-public libraries within the area and the public libraries in Cincinnati and Dayton.

Library cooperation is not new. It has been practiced a very long time and, indeed, "cooperation" was a way of life in the development of these seven Ohio counties. The idea of library systems is based on a principle successfully used for years by businesses, governments, and industries: through a larger base of organization and operation economies and efficiencies may be received by the consumer (in this case the library patron in the form of increased library resources and services). Library system organization has also been characterized as doing together those things which could not be done or done as well alone.

The development of library systems has been quite rapid during the past ten years spurred by availability of funds and the development of comprehensive state plans. The local library does not lose its independence of control by the simple act of joining a library system. The local library can remain an independent library serving its community with more insight and increased materials if it is truly a cooperating member. An admonition to remember is the one offered by a Minnesota librarian, "Cooperate does not mean that I coo while you operate!"

The proposed ALSO for the SWORL region would appear as follows on paper. The letters refer to the sections of this chapter which follow.



A. ALSO Board of Trustees

The law (S.B. 262) which provides for the establishment of an Area Library Service Organization reads as follows:

Sec. 3375.70

An area library service organization shall be governed by a Board of Trustees consisting of at least seven and no more than fifteen persons, to be selected from among the members of the boards of trustees of the participating public libraries.

The number of trustees, the manner of selection, the term of office and the provision for filling vacancies shall be determined by the governing boards of the participating libraries, and shall be set forth in the application submitted to the State Library Board. Nothing pertaining to the organization and operation of an area library service organization shall be construed to infringe upon the autonomy of any public library board of trustees.

It is recommended that each member library of the ALSO elect a representative to the ALSO Board. The number of trustees permitted under the law is no less than seven nor more than fifteen trustees who also serve on the members' library boards. In the seven counties of the present SWORL there are fourteen libraries, ten of which are members. If a decision is made at a later date to extend the region, a method must be devised for the election of trustees to the board. At no time, however, should any county not have at least one representative on the ALSO Board.

Among the ALSO Board's first responsibilities will be the developing of bylaws. Bylaws can be both effective and simple. They should provide for the structure of the board, time and frequency of meetings, establish a quorum, special meeting procedure, order of business, and method for amendments. A good set of bylaws will help to build confidence among the member boards in the operation of the ALSO.

It would be wise for the board to plan for staggered terms of its members. Lots can be drawn at the first meeting to determine the length of term for the first board members. It is recommended that the terms of office be for two years and that a limit of six years service on an ALSO Board be incorporated into the bylaws.

During the development of the ALSO Plan, the ALSO Planning Board will be working closely with an Advisory Council of SWORL. It would expedite matters if the Advisory Council and the planning board would appoint executive committees to do the original drafting of documents--bringing all plans to the full group for deliberation and final action. The ALSO Board will want to consider the possibility of an executive committee for working with the ALSO director once the organization is operative.

It will not be easy to serve as a board member of a local library and of the ALSO. At times one will be tempted by local pride and local interests but the good of the total library system will dictate another tact or decision. Library trustees who serve on the ALSO Board will work hard and must have a commitment to community service. But the excitement of helping to organize such a service cannot be minimized.

The following action steps are recommended:

1. Each member library elect a board representative to a planning meeting of librarians and board representatives--inviting all libraries in the seven counties to attend.
2. SWORL representatives and the SWORL consultant with assistance from the Ohio State Library present a detailed account of the legislation, the Ohio Plan, and this report. Discuss in full.
3. Appoint a steering committee to develop the following documents: proposed bylaws, proposed plan of service, and proposed frame of organization.
4. Conduct study meetings for all library trustees and library staff members. Again, invite attendance by any non-participating library and always provide an opportunity for their membership.
5. Call an official meeting for the adoption of the official bylaws and organizational statement.
6. Official board members elected by member boards under the new bylaws.
7. ALSO Board and Advisory Council prepare official papers for transmittal to the Ohio State Library.

Once official approval of the ALSO has been given by the OSL Board the ALSO Board will make one of its most important decisions: the appointment of a director. The board must give careful consideration to this act. A job description should be prepared, a wide solicitation of applications, careful checking of references, and a personal interview for top candidates before making a final decision. The position will be exciting to a librarian because of the challenge and the spirit of the librarians. The board can make the job even more exciting through its responsiveness and responsible action.

B. Advisory Council

The Ohio plan requires that each ALSO plan assure the member library a voice in policy-making decisions. This voice will come through the ALSO Board which will have representatives from each member library. However, there is a need for the professional community to have an opportunity to assist in the development of the ALSO.

It is recommended that an Advisory Council of librarians be organized to reflect the professional needs of the area to the ALSO Board until a director is appointed. Once a director is established the Advisory Council will advise him. The Advisory Council must remember that it is advisory. A system director will consider and reflect on all suggestions, but only he can make a final decision. The board and the director have the final legal responsibility.

It is suggested that:

1. SWORL librarians call a meeting to organize a planning Advisory Council inviting all librarians in the seven counties.
2. The planning Advisory Council should appoint the SWORL children's consultant as a planning consultant to plan meetings, prepare materials, and conduct sessions.
3. The planning Advisory Council conduct a thorough review of the Ohio Plan, legislation, and this report.
4. The planning Advisory Council request the trustees to call a meeting of all trustees and librarians to follow the procedure outlined earlier.

5. The planning Advisory Council work with the planning committee of board representatives to develop the documents for submission to the Ohio State Library.
6. After approval by the OSL has been given to the SWORL ALSO, the planning Advisory Council becomes an Advisory Council and assists the new board in whatever way is possible.

C. Area Library Service Organization

Senate Bill 262 reads as follows:

Sec. 3375.70. Public libraries in two or more counties may form an "Area Library Service Organization" in the following manner:

(A) The formation of an Area Library Service Organization shall first be approved by the boards of trustees of the participating public libraries, as provided in the rules and regulations of the State Library Board.

(B) An application for the formation of the Area Library Service Organization shall be submitted to the State Library Board in the form prescribed by the State Library Board, with a plan of service describing the specific purposes for which the organization is formed and the means by which such purposes are to be accomplished.

(C) Upon approval of the application by the State Library Board and the making of a grant or grants for the organization, the Area Library Service Organization shall become operable.

The ALSO is only an organization or structure by which better library service can be achieved. It is possible for an ALSO to have its administrative center as part of an existing library, as a separate service center, a newly created library center complete with a book collection, or simply an office. This consultant recommends a combination of methods.

The important part of a system is the service received by the patron on the local level. The SWORL librarians have discussed desirable and needed service on more than one occasion. The following services were considered essential (some dictated only by local needs and some dictated by the proposed rules and regulations and local need):

- a central book collection
- reference service
- a central periodical pool with print-out service
- an audio-visual collection
- in-service training programs

- centralized processing
- consultant services for general administration, children's, adult, reference, extension, community and public relations, and audio-visual services
- exhibit and poster/sign preparation
- joint purchasing program
- printing facilities
- a book review center
- a delivery system
- a communications network

This consultant would recommend Wilmington as the administrative center for this ALSO because:

- transportation to all areas of the region is easy
- access to Cincinnati, Columbus, and Dayton is fairly direct
- there is definitely an environment of welcome on the part of the local libraries
- space appears to be available (for rent, of course) from the Wilmington Public Library and that library has space to build should this ever be necessary
- Wilmington College has been a part of SWORL and is the only college in the area with the readiness to assist

It is recommended that the director of the ALSO and his staff be independent of any of the existing libraries. Each librarian now has a full-time responsibility and it would be difficult to supervise properly more than one unit. There are certain basic services which it is recommended be supplied from the ALSO headquarters and other services to be contracted out to other libraries or agencies.

The following list of services and priorities are recommended and explained in detail later

Service	Conducted by	Priority
Administration of ALSO	ALSO Headquarters	Immediate
Consultant service		
General Administration	ALSO Headquarters	2nd year
Children's	ALSO Headquarters	3rd year
Adult	ALSO Headquarters	3rd year
Reference	ALSO Headquarters	2nd year
Extension	ALSO Headquarters	1st year
Community & Public Relations	ALSO Headquarters	1st year
Audio-Visual Services	Lebanon P.L.	2nd year
Central book collection	Wilmington P.L.	1st year
Reference service	Wilmington College	1st year
Periodical pool	Wilmington College	2nd year
Audio-visual collection	Lebanon P.L.	3rd year
In-service training program	ALSO Headquarters	1st year
Centralized processing	OSL	
Exhibit and poster/sign preparation	ALSO Headquarters	1st year
Joint purchasing program	ALSO Headquarters	2nd year
Printing facilities	ALSO Headquarters	1st year
Book review center	ALSO Headquarters	3rd year
Delivery service	ALSO Headquarters	1st year
Communications network	ALSO Headquarters	1st year

As charted above, many of the services will be conducted directly under the supervision of the ALSO director:

Consultant services. The provision of advice and instruction in the development and execution of library operations and programs.

In-service training programs. The ALSO director should plan (with representatives from the Advisory Council) a series of in-service training programs for trustees, librarians, and library staff members. A three-year program would not be too much to plan at one time. Such a long-range plan enables local libraries to schedule and budget and permits one to evaluate local training possibilities with those from other institutions.

Delivery service. One of the elements of a successful organization will be frequent pick up and delivery service between member libraries and contracting agencies. It should not be difficult for one delivery truck to make two stops per week at each library. Two circuits could be established. For example, Wilmington-Batavia-Blanchester-Morrow-Lebanon-Waynesville and Wilmington-Washington Court House-Peebles-Georgetown-Hillsboro. The driver for the delivery vehicle could well be the most important employee of the ALSO. This is the person with the most contacts with all members of the system.

Book review center. A book review center provides copies of books--pre-publication when possible--for personal inspection before purchase by librarians. A book review center will require supervision and direction on the part of the ALSO staff and will require regular visits by member library staffs if it is to be of value. It would be well to consider the possibilities of a joint enterprise--starting with children's books--with the Tri-County Material Center.

A review center would be of great value to teacher-librarians and a cooperative center could be a profitable venture.

Exhibit and poster/sign preparation. Librarians spend a great many hours on making exhibits, posters, etc.--and the end results are generally amateurish. The ALSO headquarters should have a staff member capable of making signs and exhibits and designing printed materials. Off-set duplicating facilities should also be provided.

D. Reference Service

It is recommended that the SWORL ALSO contract with the Wilmington College Library to provide reference service to the area. The service to be provided by Wilmington College should be at a level above what can reasonably be expected at the local library. In reality there will be three levels of reference service:

1. the local library
2. Wilmington College Library
3. the Reference and Information Network

Only the first of these would provide service direct to the library patron.

Table 7 shows the holdings of the SWORL libraries when checked against a basic list of reference books for a small public library. The need for reference resources in the area is obvious. The librarians also checked a basic list of 633 titles recommended for libraries with populations of 10,000 to 75,000. (Table 8) This checking was to test the relative strength of the total area and was not a check of any one library (except Wilmington Public Library which was the first library to check the list). Of the 633 titles on the list only 320 are available within the area. There is not much depth in reference resources among the public libraries.

In contracting with another library to conduct a service, the SWOPL ALSO should keep the following in mind:

1. The contract should be written with dates for renewal and dissolution clearly understood.
2. Financial arrangements should be carefully worked out and the contracting library should be reimbursed for all costs. Typical costs would include: staff, salary benefits, rent, furniture, and administrative fee.
3. Statistics should be a part of the requested procedure.

In developing a reference contract, this consultant would recommend:

1. The ALSO director or representative prepare a description of the services desired to be performed. Wilmington College would probably need to do the following:
 - a. hire reference staff
 - b. provide work space
 - c. install telephone
 - d. evaluate reference collection from new angle
2. Discuss with Wilmington College the possibilities of a contract incorporating the above and providing funds for collection development.
3. Develop a means of communication between libraries. It appears that telephone credit cards will be the most effective in the initial stage. When the Reference and Information Network is established, Wilmington College Library will need to tie into that network. Until that time the telephone will be sufficient between member libraries and the center.
4. Wilmington College librarian and ALSO staff should develop procedures for the reference service.
5. The ALSO staff and the Advisory Council should develop a basic list of reference books required in each member library.
6. Workshops on reference service should be held.

Following the development of the reference service, or possibly concurrently, a periodical print-out service should be established with Wilmington College. The college has an excellent periodical collection of 773 titles. In addition, it has access to over 8,000 titles in the Miami Valley college group.

Library systems establish various methods for delivering print-outs to the library patron:

1. Request is telephoned or delivered to the center and print-out is returned by delivery truck.
2. Request is telephoned or delivered to the center and print-out is mailed directly to the patron. The ALSO pays for the postage.

The latter method is preferable for (even with slow mail service) the patron generally receives the material quicker than from other means.

E. Central Book Collection

A requisite of the ALSO is that it show plans to reach systemwide at least 100,000 individual adult non-fiction titles. At the present time the total book stock within the SWORL libraries is:

Adams	18,453
Brown	21,164
Clermont	112,463
Clinton	79,420
Fayette	44,870
Highland	40,622
Warren	119,629
	<u>435,621</u>

This, of course, does not represent "individual adult non-fiction titles." It indicates by the number of books within the area. The librarians realize their need for a good, comprehensive collection.

It is recommended that the SWORL ALSO contract with the Wilmington Public Library to develop a comprehensive collection of adult non-fiction titles. The same principles governing the previous contract would be appropriate here. The Wilmington Public Library in providing this service would make its collection, plus those books purchased for the ALSO, available to all libraries.

Wilmington Public Library in determining contract costs would need to consider: staff, space, processing costs, and telephone or communication expenses. The ALSO will want to apportion large sums of money the first two

or three years of operation to create a respectable core collection. It will be impossible, however, to develop a collection of stature and it is not necessary. It is recommended that a contract be discussed with the Cincinnati Public Library to provide a backup interloan service to the SWORL collection. By a contract and through paying a small book use fee, the contracting library will have an obligation which, along with professional courtesy, should assure quality service.

F. Extension Services

Extension services are those services provided to persons at a place other than a stationary location. It can be bookmobile service, service to the handicapped or shut-in, or service to governmental agencies. The SWORL area is in need of assistance for both types of service.

The Adams-Brown Counties bookmobile program was discussed earlier. This is a very necessary program in these two counties and must be continued. Paralleling this program in some ways are the bookmobile extension programs in four of the other five counties. (Although one, Fayette, does not operate its own bookmobile but contracts with a state unit.) There are aspects of a bookmobile program which are peculiar to that service. An Extension specialist could direct the program in Adams and Brown Counties, contract with any of the other counties to conduct their programs, and provide consultant service to those who direct bookmobile service.

This consultant would recommend discussing a contract with the Highland County District Library for extension service. The contract could be discussed on two levels:

1. Highland County District Public Library would provide by contract bookmobile service throughout Adams and Brown Counties and any other areas which wished to contract. In addition, the Extension Supervisor would serve as an extension specialist throughout the ALSO.
2. The ALSO would rent space from the Highland County District Public Library from which ALSO staff would provide service.

This recommendation is made in the belief that the bookmobile program must be attached to a strong book collection. It will be necessary, wherever the program is located, to develop a book collection. The collection at Hillsboro is excellent and could be used as a base for such a service.

As an alternative, study should again be given to the best location in Adams or Brown County. Library service in Adams County is limited and there is not a broad enough financial base to support any more libraries. It could be agreed that the center should be in West Union for it is a county seat with no public service. The consultant would question the ALSO establishing a new public service unit in any location. If the center is to be located in Adams County consideration should be given to the Peebles Library. At least, the unit would be tied into an existing collection.

G. Audio Visual Services

Little non-book material exists in the area and library patrons are increasingly turning to the library for films, tapes, phonograph records, etc. Lebanon Public Library is planning an audio visual unit in their new library. They also have the advantage of being adjacent to direct highways to Dayton and Cincinnati.

It is recommended that the SWORL ALSO develop a contract with the Lebanon Public Library to provide audio visual service to the SWORL membership. In addition to materials, the consultant directing the program for Lebanon Public Library should conduct workshops for member librarians. This is not a high priority item according to the SWORL membership. It is, however, an essential service and must be planned for in the future.

H. Centralized Processing

This has been mentioned with some regularity as a system service. This consultant, however, does not recommend it as a system service. The processing and preparation of books is a local responsibility and the system should not

assume any local obligations. Instead, the consultant recommends that through study and education the ALSO staff encourage all local libraries to contract with the Ohio State Library Catalog and Processing Center. The Wilmington College Library has indicated an interest in processing for other libraries. The ALSO might wish to conduct a demonstration with one or more libraries to test the effectiveness of such a contract. If it is economically feasible and practical, it should be a recommendation.

Chapter V

CONCLUSION

At this particular time it is difficult, if not impossible, to outline "first steps" for a region as it builds toward an area library service organization. There are, as this report supports, certain basic library needs in the region. It is apparent that an ALSO will immeasurably improve the level and quality of libraries. What is not available is the final document of rules and regulations governing the formation and operation of an ALSO. The "Working Paper" published by the OLA-OLTA Steering Committee has been used in preparing this report; that paper is admittedly a draft and has not had official approval.

To summarize briefly: The consultant encourages SWORL to work toward the development of an ALSO.

- . . . there is a need
- . . . there are high library hopes
- . . . the librarians are already working together
- . . . there are prospects of a solution to problems of library service

The consultant has recommended that the children consultant's responsibilities be changed to include a planning role. She is an imaginative person and has an understanding of the libraries and librarians involved. These attributes, plus her high standards, should insure a well-developed program.

The spirit and strength of the area is summed up in a casual remark made by one of the librarians. At a regular meeting of the group a rumor was reported that the SWORL ALSO would probably be the first Ohio ALSO. To this proposition the librarian replied, "But our goal is not to be the first, we want to be the best." This is not too much to work toward.

Table 1**SWORL COUNTIES**

Showing All Libraries, Population, Volumes, and Expenditures, 1968

SWORL MEMBERS SHOWN IN CAPITALS

	<u>Population</u>	<u>Volumes in Library</u>	<u>Total Expenditures</u>
Adams County (19,982*)			
Manchester	2,172	8,979	\$ 7,078
PEEBLES	1,601	10,217	8,750
Brown County (25,178)			
GEORGETOWN	2,674	13,040	15,114
Ripley	2,174	8,919	17,614
Clermont County (80,530)			
CLERMONT COUNTY	80,530	114,565	153,360
Clinton County (30,004)			
BLANCHESTER	12,944	22,837	14,746
Sabina	2,313	8,664	4,662
WILMINGTON	8,915	48,533	64,946
Fayette County (24,775)			
WASHINGTON COURT HOUSE	12,388	45,865	46,520
Highland County (29,716)			
HIGHLAND CO. DIST. LIBRARY	5,474	41,965	48,669
Warren County (65,711)			
Franklin	7,917	30,453	40,196
LEBANON	5,993	57,773	69,137
MORROW	1,477	16,652	15,444
WAYNESVILLE	1,298	20,467	18,712
TOTAL (275,896)	147,870	448,929	\$524,948
Total of SWORL Libraries	133,294	319,914	\$455,398

(*) Population of County

Source: 1969 Directory of Ohio Libraries with Statistics for 1968
Ohio State Library, 1969

Table 2

Miscellaneous Statistics by County

County	Area (sq. mi.)	1960 Population	Farm Receipts	Number Employed	Income	Retail	Wholesale	Bank Deposits	Tax Value
Adams	588	19,227	\$ 8,915,000	5,000	\$ 44,906,000	\$ 19,479,000	\$ 4,492,000	\$ 14,653,300	\$ 26,316,340
Brown	491	27,093	10,820,000	6,125	55,047,000	23,649,000	13,440,000	20,879,600	39,528,700
Clermont	459	105,513	6,527,000	13,000	275,476,000	127,529,000	19,434,000	28,428,100	207,330,510
Clinton	412	33,078	17,290,000	11,400	83,198,000	56,262,000	30,094,000	29,569,000	71,757,320
Fayette	406	26,026	16,177,000	8,800	83,471,000	35,714,000	36,376,000	20,362,100	69,133,520
Highland	554	30,406	14,508,000	10,300	85,414,000	36,434,000	27,081,000	26,746,000	55,891,350
Warren	408	85,266	11,335,000	11,880	172,074,000	77,963,000	23,641,000	29,235,300	146,887,040

Source: Ohio Almanac, 1969

Table 3

Statistics by County, 1940-1980

	1940	1950	1960	1970	1980
Adams	21,705	20,499	19,982	20,100	21,000
Brown	21,638	22,221	25,178	26,500	28,200
Clermont	34,109	42,182	80,530	99,100	122,400
Clinton	22,574	25,572	30,004	34,100	40,200
Fayette	21,385	22,554	24,775	26,800	29,900
Highland	27,099	28,188	29,716	31,200	34,000
Warren	29,894	38,505	65,711	90,100	117,300

Source: Ohio Department of Development, Economic Research Division,
"Libraries for a Greater Ohio." OLA-OLTA, 1968.

Table 4

Personnel Policies of SWORL Libraries

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Blanchester	14		6	Yes	Yes	Yes	No	None	No	No	No
Clermont County	p 20 sp. 10-15 c 10-15	15	8	Yes	Yes	Yes	Yes	None	No	No	Yes
Georgetown	10	None	None	Yes	Yes	Yes/No	No	None	No	No	No
Highland County	14	As needed	6	Yes	Yes	Yes	No	None	No	No	No
Lebanon		15	6	Yes	Yes	Yes	Yes	100	Yes	No	No
Morrow	14		5	Yes	Yes	Yes	No	None	No	No	No
Peebles	14	None	None	Yes	No	No	No	None	Yes	No	No
Washington C.H.	0-15	15	7	Yes	Yes	Yes	No	None	Yes	No	No
Waynesville			12	Yes	Yes	Yes	No	None	No	No	No
Wilmington	p 22 10	15	10	Yes	Yes	Yes	No	None	Yes	No	No

I. Vacation Days per Year

II. Sick Leave Days per Year

III. Holidays with Pay

IV. Attendance with Pay at Meetings

V. Attendance with Pay at Workshops

VI. Expenses Paid to Workshops

VII. Blue Cross (or Medical Insurance)

VIII. Percent of Insurance Paid by Library

IX. Written Salary Schedule

X. Written Job Description

XI. Written Staff Manual

Table 5

Check of Selected Adult Titles

	B	C	G	H	L	M	P	WCH	Wa	WI
Cleaver. Soul on ice.										x
Durrell. Black book.										
*Fulbright. Arrogance of power.				x						x
*Kozol. Death at an early age.				x						x
*Lacouture. Ho Chi Minh.	x	x			x	x				
Lawrence. Lady Chatterley's lover.				x						
*Menninger. The crime of punishment.										x
Miller. Tropic of cancer.	x									
Nabokov. Lolita.	x								x	
*Nader. Safe at any speed.	x	x	x		x	x		x	x	x
Roth. Portnoy's complaint.		x			x		x			x
*Theobald. The guaranteed income.		x		x	x					x
Updike. Couples.					x			x		x
Vidal. Myra Breckinridge.										x
*Westin. Privacy and freedom.		x								
Wyden. Growing up straight.		x								
Totals	4	6	1	4	5	2	1	2	2	9

x= library has book listed in card catalog.

The above titles are either currently discussed books or have appeared on recent Notable Books lists* (1966-1968).

B = Blanchester
 C = Clermont County
 G = Georgetown
 H = Highland County
 L = Lebanon
 M = Morrow
 P = Peebles
 WCH = Washington Court House
 Wa = Waynesville
 WI = Wilmington

Table 6**Reference Books
for Small and Medium-sized Public Libraries**

	Number of titles in class	Number held in SWORL
Books, Libraries, & the Book Trade	39	26
Encyclopedias	12	12
Philosophy & Religion	44	26
Psychology	4	2
Business & Economics	51	11
Social Sciences	56	30
Education	24	11
Science & Technology	81	39
Art	62	29
Music	13	4
Theater & Dance	7	3
Games & Sports	4	3
Language	58	22
Literature	56	32
Geography, Travel & Archaeology	17	10
History	48	21
Biography, Genealogy, & Names	57	39
	633	320

Table 7.

Resources Check Against Basic Reference List

	B	C	G	H	L	M	P	WCH	Wa	WI
<u>Guides to Reference Books</u>										
Barton										
<u>BIBLIOGRAPHIES</u>										
BIP	x	69	69	70	66	66	x	x	66	683
Subject BIP	x	69	69	70	66	66	66	x	68	68
Paperbound BIP		69		70						
CBI		x	x	70	x	66				
Ayer		x			x			x		69
Vertical File Index				70	x	67				
<u>SELECTION AIDS</u>										
Book Review Digest		x			x	66		x	x	x
SC for Pub Libs		x	x		x	x	x		x	x
Sr High SLC		x							8th	x
Fiction Cat		x	x	70	x	x	x	x	x	x
Library Journal		x	x	x	x	x		x	x	x
<u>INDEXES</u>										
Reader's Guide	x		x	59-	70	x	x	x	x	45-
Essary and Gen Lib Index	x	x								
Granger's index to poetry		x	x	x	x	x	x	x	x	x
<u>ENCYCLOPEDIAS</u>										
Enc Britannica	x	x	x	x	x	x		x	x	x
Collier's		x			68	65		x	67	61
H.Ency.of Science	x	x						x		63
<u>SUPPLEMENTING ENCYCLOPEDIAS</u>										
Facts on file				x				x		
Statesman's yearbook	x	x	x		x	x		x		x
World almanac	x	x	x	x	x	x		x	x	x
Famous 1st facts	x	x	x	x		x		x		x
Home-book of quotations		x	x	x	x	x		x		x
Occupations Outlook hdbk	x	x	x	x	x	x		x		x
Secretary's desk book		x			x					
<u>DICTIONARIES</u>										
Webster's 3rd International	x	x	x	x	x	x	x	x	x	x
Standard college	x									
<u>BIOGRAPHICAL SOURCES</u>										
Biography Index		x			x	x		x		x
Concise DAB	x	x		x		x		x	x	
Who's who in america	x	x	67	x	x	69		x	x	69
20th century authors	x	x		x	x	x		x		x
Contemporary authors	x	x	x	x	x	x			x	
<u>DIRECTORIES</u>										
Am.Univ.and colleges		10th		x				x	56	68
Lovejoy's college guide	x	x	x		x			x		x
Literary market place		x		x						68
<u>GEOGRAPHICAL SOURCES</u>										
Odyssey world atlas		x								
Historical atlas	x							x		xx
Webster's geographical dictionary	x		x	x	x			x		x
<u>GOVERNMENT DOCUMENTS</u>										
Monthly Catalog of US gov pubs				x						
Selected U.S.govt pubs		x								
Statistical abstract	x	x	68	x	x			x		67
U.S.govt organizational manual					70					68

Table 7 (page 2)

	B	C	G	H	L	M	P	WCH	Wa	WI
CHILDREN, GRADES 1 - 8										
GUIDES TO REFERENCE BOOKS										
Ref mats for school libs										
DICTIONARIES										
Unabridged webster's 3rd Intern	x	x	x	x	x	x	x	x	x	x
Funk and Wagnall new standard	x			x				x		
World book ency dictionary						x				
Webster's 7th new collegiate	x		61					x	x	x
Webster's elementary dictionary	x					x				
Webster's new elementary dict										
New Robert's thesaurus	x	x	x	x	x	x		x		x
ENCYCLOPEDIAS										
Compton's pictured encyclopedia	x	x	x	x	x			x		x
World book	x	x	60	x	67	69		x	60	64
RELIGION AND MYTHOLOGY										
World's great religions	x		x		x		x	x	x	
Harper's bible dictionary		x							x	
Brewer's dict. of . . . fable		x	63	x	x	x		x		53
Bulfinch mythology		x					x	x	x	x
Larousse encyclo. of mythology		x		x	x			x		x
SOCIAL SCIENCES										
Information please almanac	x	x	x	x		x	x	x		x
World almanac	x	x	x	x	x	x	x	x	x	x
Reader's digest almanac	x	x	x		x	x	x	x	x	x
Costume book for parties and plays										x
Amy Vanderbilts etiquette	x	x	x	x	x	x		x		x
Robert's rules of order	x	x	x	x	x	x		x		x
Standard postage stamp catalog	x	x	x	x	x	x		x		x
SCIENCE AND USEFUL ARTS										
Asimov's biographical ency sci & tech					x			x		x
Young people's science ency			x	x	x	x				
Golden nature guide series										
Birds	x	x		x	x			x		x
Butterflies-moths		x		x				x		x
Fishes		x		x	x					x
Flowers		x		x	x	x		x		x
Fossils	x	x		x				x		x
Game birds		x		x						x
Insects	x	x	x	x	x			x		x
Mammals	x	x		x	x	x		x		x
Reptiles and amphibians	x	x		x		x		x		x
Rocks and minerals	x	x		x	x	x	x	x		x
Seashores		x		x	x	x		x		x
Stars		x		x	x	x	x	x		x
Trees		x		x	x			x		x
Weather		x		x						x
Zoology		x		x				x		x
Science Year-world bk sci. ann.	x	x	x	x	x					
Pets	x		x							x
Oars, sails and steam		x								x
FINE ARTS										
How music grew					x			x		
Dict of modern ballet	x									
Rainbow bk of art		x						x		x

Table 7 (page 3)

	B	C	G	H	L	M	P	WCH	Wa	WI
Encycloedia of spots	x						x	x		x
Cat of wlds most pop coins	x	x	x	x	69	56		x		67
Coin collector's handbook	x	x			65	61		x		65
Concise oxford dict of music										x
LITERATURE										
Bartlett's familiar quotations	x	x	x	x	x	x	x	x	x	x
Collection of familiar quotations	x									
Reader's encyclopedia		x	x	x	x	x	x	x	x	x
Index to children's poetry		x		x						x
Index to fairy tales, etc										
Subj index to poetry		x			x					x
Home book of verse for young folk		x	x							x
Subj and title index to sh st		x								
Play index		x								x
HISTORY AND GEOGRAPHY										
Concise dict of AmHist			x	x						x
Worldmark ency of the nations		x		x			x	x		x
Webster's geographical dict	x	x	x	x	x			x		x
ATLASES AND MAPS										
Rand McNally new cosmopolitan										
Rand McNally road atlas				x	x			x		x
BIOGRAPHY										
Current Biography	x	x	x	x	x	x		x		x
Jr. bk of authors		x	x	x	x			x		x
More jr. authors		x	x	x	x			x		x
Webster's biographical dict	x	x		x	x			x		x
READING GUIDANCE AND SELECTION TOOLS										
AAAS Science list for children										
AAAS Sci bk list for Young adults										
Reading ladders for human rels										
Basic bk col for Elem Grds		x	x	x						x
Basic bk coll for JHS		x		x						
Bul of the Center for Chic Bks										
Children's cat	x	x	x	x	x	x	x	x	x	x
Jr H Schl cat		x		x					x	x
Horn bk	x	x		x	x			x		x
Child's bk to enrich the soc studies										
School lib j										x
Your reading										
Good reading for poor readers										

Source: Katz, William. Introduction to reference work. McGraw-Hill, 1969.

Table 8

INTANGIBLE TAXES TO LIBRARIES, 1940-1968

POPULATION	1940	1945	1950	1955	1960	1965	1967est
Adams	21,705		20,499		19,982		19,227
Brown	21,638		22,221		25,178		27,093
Clermont	34,109		42,182		80,530		105,513
Clinton	22,574		22,572		30,004		33,078
Fayette	21,385		22,554		24,775		26,800
Highland	27,099		28,188		29,716		32,600
Warren	29,894		38,505		65,711		83,000
NUMBER OF LIBRARIES							
Adams	2	2	2	2	2	2	2
Brown	2	2	2	2	2	2	2
Clermont	0	0	0	1	1	1	1
Clinton	3	3	3	3	3	3	3
Fayette	1	1	1	1	1	1	1
Highland	3	3	3	3	3	3	3
Warren	4	4	4	4	4	4	4
TOTAL COLLECTION							
Adams	2,014	3,679	3,258	6,374	8,137	9,838	11,977
Brown	8,212	9,172	13,127	18,441	23,563	31,018	34,992
Clermont	28,839	34,385	57,533	78,703	111,815	137,527	147,830
Clinton	19,391	17,585	30,520	46,883	71,637	87,517	100,347
Fayette	10,909	13,134	20,261	26,555	35,478	53,055	72,869
Highland	18,414	19,557	25,398	46,029	54,478	63,649	74,758
Warren	21,322	33,367	43,665	64,375	87,202	104,447	128,330
PER CENT OF TAXES TO LIBRARIES							
Adams	373	28	58	45	86	100	100
Brown	36	33	27	33	82	66	63
Clermont	0	0	0	46	69	95	96
Clinton	39	52	49	59	72	71	86
Fayette	49	45	49	41	36	68	59
Highland	0	0	28	41	46	75	69
Warren	50	56	82	85	100	100	100
PER CAPITA INCOME							
Adams	.35				.35	.49	.60
Brown	1.39				.77	.81	.87
Clermont					.95	1.62	1.77
Clinton	.337				1.71	2.07	2.86
Fayette	.234				.53	1.45	1.74
Highland					.84	1.62	1.75
Warren	.358				1.33	1.59	1.95

APPENDIX A

MAY WE HAVE A VERY FEW MINUTES OF YOUR TIME TODAY?

Our library, in cooperation with eleven other libraries in this area, is taking a look at our library services. Our goal is to improve service to everyone. Your answers to these questions would help. Please do not sign this sheet.

Date _____ Time: Morning () Afternoon () Evening ()

1. I used the library today for the following reasons (Check as many as apply.)
- a. I wanted to find a good book () magazine ()
 - b. I wanted help in choosing one of the above.....()
 - c. I needed information and material for personal use.....()
 - d. I needed information and material for business/professional use....()
 - e. I wanted help and information in connection with club work.....()
 - f. I came in to read.....()
 - g. I needed material for a course I am taking.....()
 - h. I came to pick up some material.....()
 - i. I brought someone to the library.....()

2. The topic or title for which I asked today is _____

3. I found () did not find () satisfactory material on the topic.

4. My special interests or hobbies are _____

5. I am taking courses or special training in the following subjects
_____ offered by _____

6. I use this library on an average of:
- a. once a week or oftener ()
 - b. once every two weeks ()
 - c. less than once a month ()
 - d. infrequently ()
 - e. this is the first time ()

7. I live in or near the town of _____

8. I have lived in _____ County,
- a. less than 1 year ()
 - b. less than 10 years ()
 - c. more than 10 years ()

9. My sex is male () female () and my age group is: under 20 ();
21-24 () ; 25-29 () ; 30-34 () ; 40-44 () ; 50-64 () ; 65-74 () ; 75-()

10; Please circle highest school year completed:

Grades 1 2 3 4 5 6 7 8 9 10 11 12

College 1 2 3 4 Graduate work _____ years

Vocational or special education

11. My occupation is _____ If student, enrolled at _____

12. Please indicate the number of organizations and groups in this county to which you belong:
- a. none () c. 5 to 10 ()
 - b. 1 to 5 () d. more than 10 ()

If you would care to offer comments about library service and what you would like to see libraries offer, please feel free to write on the back of this sheet.

THANK YOU!

APPENDIX B

RANDOM MAIL SURVEY

A questionnaire was mailed to 500 persons selected at random from the Wilmington, Waynesville, and Georgetown telephone directories. Seventy-five returns (15%) were received for tabulation.

Only 53% of these returning questionnaires had visited a library during the past year and for the most part they visited a library in their own county. Twelve percent had never visited a library. The purpose for the visit was generally varied. More interesting was the return by sex: 34% male and 49% female. The male returns on the library use survey were insignificant but a significant number returned these mail questionnaires. It is interesting to note the relatively few comments and suggestions in response to questions six and seven. This could indicate satisfaction, disinterest, or a lack of concept or understanding of what a library could be.

In response to the request for the type of information a person would like to have supplied by the library is the following:

- more up to date reference material
- newspapers
- a variety of information (religious for my own personal use)
- any kind--and to be able to go any time and find what I needed
- more craft
- more good reference books for children
- more on agriculture
- tape recordings and stereo records for children and adults
- books which make interesting and educational reading for children and adults
- general and recent literature
- more information on history of Brown County families
- educational 8mm movie films

- specific information on I.Q. of children, palmistry, astronomy, make-up--anything educational: this library underestimates the curiosity and intelligence of its reading public
- films
- larger selection for high school reading
- much expanded reference, business, self-help books, recordings and materials
- I like information to be there when I need it from how to break a child from thumb sucking to explain electronic bridge circuits

The general comments received were:

- longer hours--in A.M.
- opened on Saturday
- open evenings
- more best-sellers
- the service is very good, but naturally every library needs more and more books
- we have lived many places. This is the poorest library service and library conditions I have ever seen in my life and in this country! I have, until moving here been used to checking out 8 books for myself and 5 for my children. It has now been almost a year since I visited the library. Here are the reasons why:
 1. Our library does not allow renewals by phone--one must come in to do that. For me, an 8 mile drive.
 2. Location of library....(parking, one-way streets, etc.)....
 3. New material in quick reading (mysteries) seldom added
 4. Selection of children's books is small
 5. Learning subjects nil and void
 6. No library record service
 7. A bookmobile does come but its days and hours should be posted at the post office so we know when it comes....It should keep better track of the files with the main library.

...In short, I don't think much of the library system and facilities. In my estimation a good library should offer reading material that challenges and stimulates reading. Our library evidently caters to cooks, housewives, and a few other people.
- save periodicals longer
- do not approve of all new books going on reserve list, and being checked out for two week period.

SOUTHWEST OHIO RURAL LIBRARIES--Blanchester, Clermont County, Georgetown, Hillsboro, Leoson, Peebles, Washington C.H., Waynesville, Wilmington, and Adams-Brown Counties Bookmobile Program.

MAY I HAVE A FEW MINUTES OF YOUR TIME?

On behalf of the public libraries named at the heading of this questionnaire, I am developing with their librarians a picture of library service in the area. It is their hope and our plan that this work will result in a comprehensive plan for improved library service throughout the area. In order to accomplish this end, we need just a few minutes of your time. Would you take five minutes to complete this questionnaire and return it in the enclosed stamped envelope? We appreciate your help.

1. When was the last time you visited a public library? Check one of the following:
- a. within the past six months () 40
 - b. within the past year () 12
 - c. within the past five years () 9
 - d. never () 9

2. Was the library you visited in the county in which you reside? Yes () 52 No () 5
- a. I live in _____ County
 - b. I visited the _____ Library

3. What was the purpose of the visit to the library? Circle as many as apply.

- 27 To bring your child to the library.....a
- 1 To meet or consult with friends.....b
- 39 To return books or other library materials.....c
- 2 To study, using only your own materials.....d
- 14 To study, also using library materials.....e
- 34 To pick out general reading.....f
- 27 To obtain a specific book.....g
- 2 To attend a library program.....h
- 5 To attend a group meeting at the library.....i
- 5 To especially see an exhibit or display.....j
- 8 To read magazines or newspapers.....k
- 12 To just browse around.....l
- 10 To obtain materials or information on a specific subject.....m
- If so, what subject? _____
- 1 Some other reason.....n
- If so, what is this? _____

4. Did you find what you wanted at the library? Yes () 51 No () 5

5. Did you receive help from a member of the library staff? Yes () 44 No () 12

6. What type of information would you like to be able to find at your public library?

7. Make any comments which you would like concerning public library service in your county. (Use the back of this sheet if you wish additional space.)

About you, please: Male () 26 Female () 37; Age group: Under 40 () 28 41-50 () 16
51-60 () 8 60 or over () 10; Married () 51 Single () 10; Number in household: _____

THANK YOU!

1-7 6-3
2-12 7-4
3-14 8-1
4-12
5-2